



# City of Muscatine



## MUSCATINE CITY COUNCIL

### Agenda Item Summary – Regular Meeting

Date November 4, 2021

#### STAFF

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Richard Klimes, Director of Parks and Recreation / Pat Lynch, City Engineer

#### SUBJECT

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Request to Enter into a Professional Services Agreement with Martin & Whitacre Surveyors & Engineers, Inc.

#### EXECUTIVE SUMMARY

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Presented for City Council's consideration is a request to enter into a Professional Services Agreement with Martin & Whitacre Surveyors & Engineers, Inc. in the amount of \$27,400.00 for assistance with the design, preparation of construction documents and soliciting bids for the Recreational Trail Connector in Musser Park, which is part of the South End Community Fund Improvement Projects (SCIP). The improvements were vetted through public meetings, Parks and Recreation Advisory Commission meetings and past project requests received from the Muscatine Community.

#### STAFF RECOMMENDATION

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Staff recommends City Council approve the request to enter into a Professional Services Agreement with Martin & Whitacre Surveyors & Engineers, Inc. in the amount of \$27,400.00 for assistance with the design, preparation of construction documents and soliciting bids for the Recreational Trail Connector in Musser Park, which is part of the South End Community Fund Improvement Projects (SCIP).

#### BACKGROUND/DISCUSSION

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City staff worked in collaboration with a steering committee to develop concepts for recreational and street crossing improvements in the south end portion of the Muscatine community. The steering committee requested that City staff review certain aspects of general park and specific street crossing improvements. City staff reviewed the request and evaluated the City's current and foreseeable future plans. The staff evaluation included reviewing past City department budget requests, the current City Capital Improvement Plan, the City Comprehensive Plan and current citizen requests for public property infrastructure upgrades in the designated region of Muscatine.

Over the past several months, the Muscatine Parks and Recreation Advisory Commission at its public meetings discussed the donation and the potential elements that would meet the request from the donation steering committee and the needs of the community. Additionally, a public meeting was held at Taylor Park on Wednesday, September 29th and the Parks and Recreation Advisory Commission met

on Wednesday, October 6th to endorse the funding plan. City Council voted in favor of moving forward with these improvements at the October 7<sup>th</sup> City Council meeting.

#### CITY FINANCIAL IMPACT

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The cost for design and construction of the proposed improvements will be funded through a private donation of approximately \$2,000,000. The development of the projects will result in additional maintenance attention needed in the designated parks improved by the fund. An accurate dollar amount of the additional maintenance costs will not be available until the design phase is complete. The maintenance cost impact will be minimized through the design process as much as possible.

#### ATTACHMENTS

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- Martin & Whitacre Surveyors & Engineers, Inc. Proposal

November 1, 2021

Mr. Pat Lynch, P.E., City Engineer  
City of Muscatine  
1459 Washington Street  
Muscatine, IA 52761

**SUBJECT: Proposal for Professional Services – Musser Park Improvements  
Muscatine, IA**

Dear Pat:

In accordance with our past meeting and conversations, Martin & Whitacre Surveyors & Engineers, Inc. (MW) is pleased to submit this proposal for professional engineering services.

**SCOPE OF WORK**

The City of Muscatine (CLIENT) desires MW to provide professional surveying and engineering services for park improvements at Musser Park located northeast of the intersection of Oregon Street and Earl Avenue in Muscatine, Iowa. The existing park will be improved with a bike path north of Earl Avenue connecting the two existing bike paths, ADA compliant sidewalks connecting the parking area to the restroom and shelter, and drainage improvements. The drainage improvements are needed to dry up the east end of Earl Avenue with storm sewer or subdrain connecting to the existing storm sewer in Earl Avenue west of Illinois Street (see attached concept). The playground and intersection improvements shown on the concept are being done under separate contracts. The storm improvements will be challenging because the existing storm sewer is very shallow. This contract includes topographic surveying for the south end of Musser Park totaling approximately 2.5 acres including 25 feet in all directions around the project area including the east half of Oregon Street and the right of way of Earl Avenue. This contract only includes the final design of the trail extension, ADA compliant sidewalks, and drainage improvements described above and does not include shelter or playground improvements. Detention design is not required on the project. Storm water should be directed to the proposed drainage improvements described above. Electrical and lighting, if required, will be by others. The scope of services includes topographic surveying, ADA compliant sidewalk design, trail design, storm sewer design, front end documents, permitting, and construction staking. Design will be in accordance with the City of Muscatine standard specifications and/or SUDAS standards. MW will provide professional surveying and engineering design services as discussed below.



**BASIC SERVICES**

Upon acceptance of this Proposal, MW will perform the following Basic Services:

**1. SURVEYING:**

- Horizontal and vertical control points will be set and utilized for topographic survey and construction staking purposes.
- Locate physical features of approximately 2.5 acre project area described above including the east half of Oregon Street right of way, all of the Earl Avenue right of way within the project area, and 25 feet beyond the project limits described above. Drone services will be provided to provide a high definition aerial for use in the construction plans.
- Boundary surveying is not required for this project and if needed it will be considered additional services.
- Draft existing topographic data including contours at 1 foot intervals, spot elevations, vegetation, roadways, etc.
- Coordinate with Iowa One Call, the City, and Utility Companies to locate existing utility facilities on or within 25 feet of the project area that may affect the subject property.
- Improvements are assumed to be contained within the existing park or City R.O.W.
- Temporary or permanent easements or land acquisitions will not be required on the project.

**2. PRELIMINARY PLANS:**

- Perform the engineering design and prepare the preliminary construction plans for the trail extension, ADA compliant sidewalks, and storm sewer improvements.
- Perform the preliminary engineering design and prepare the preliminary plans.
- Submit preliminary 50% plans to the City for review and meet with the City to discuss comments, if necessary.

**3. FINAL CONSTRUCTION PLANS:**

- Perform the engineering design and prepare the construction plans for the trail extension, ADA compliant sidewalks, and storm sewer improvements for the project area described above which will include site plan, grading plan, plan and profiles, and details.
- Submit pre-final 95% plans to the City for review and meet with the City to discuss comments, if necessary.
- Prepare the erosion control plan and Storm Water Pollution Prevention Plan, prepare the application for the NPDES permit, publish the "Notice of Intent" and send the information to the IDNR. The application fee will be the CLIENT's responsibility.
- Send final construction plans to the City for review and revise the plans contingent upon the City staff report.
- Determine the construction quantities and prepare front end documents for the project including special provisions.
- Prepare engineer's opinion of cost.



# **Martin & Whitacre Surveyors & Engineers, Inc.**

Gary Whitacre – President  
Matt Krause – Vice President  
Seth Whitacre – Sec./Treas.

## **4. CONSTRUCTION SERVICES:**

- Provide construction staking on the project including providing GPS grading model to contractor with control points for GPS grading, storm sewer staking, and pavement stakes for trail and sidewalks. All staking shall be done once and any restaking will be considered additional services.
- Bidding services, construction meetings, and site visits during construction shall be considered additional services.

## **RESPONSIBILITIES OF CLIENT**

The CLIENT shall:

- Provide full information regarding its requirements for the Project.
- Designate an authorized representative to act on its behalf with respect to the Project.
- Provide direction as necessary with regards to the layout and configuration of the proposed improvements.
- Provide past project plans, if available, and utility maps of the area.
- Be responsible for all soil borings, permit, application, publication and filing fees.

## **COMPENSATION**

We propose to provide the services described above on a lump sum basis.

The Engineering Fee for services performed in 2021 and 2022 for the above basic services as follows:

|    |                           |                     |                      |
|----|---------------------------|---------------------|----------------------|
| 1. | Surveying:                | Lump Sum:           | \$ 5,100.00          |
| 2. | Preliminary Plans:        | Lump Sum:           | \$ 6,200.00          |
| 3. | Final Construction Plans: | Lump Sum:           | \$ 12,400.00         |
| 4. | Construction Services:    | Lump Sum:           | \$ 5,500.00          |
|    |                           | <b>Subtotal:</b>    | <b>\$ 29,200.00</b>  |
|    |                           | <b>5% Discount:</b> | <b>\$ (1,460.00)</b> |
|    |                           | <b>Total:</b>       | <b>\$ 27,740.00</b>  |

## **ADDITIONAL SERVICES**

Martin & Whitacre can include the following as additional services. Additional services will be performed on a time and material basis using Martin & Whitacre's standard hourly rates in effect at the time the service is performed, or for a negotiated fee, and only after approved in writing.

1. Land acquisition services.
2. Structural engineering.
3. Electrical engineering including site lighting.
4. Geotechnical engineering and soil borings.
5. Landscaping design.
6. Bidding services.
7. Platting services.
8. Construction services such as administration, observation, and materials testing.
9. Surveying, platting, and engineering services outside of the scope described above.



# Martin & Whitacre Surveyors & Engineers, Inc.

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10. Extra site meetings or visits outside of those included in the base scope of services.
11. Shelter building design and playground design.

## GENERAL

This Proposal is valid for 45 days from the date of this offer.

We will begin our services following acceptance of this Proposal for Engineering Services. We look forward to working with you and your staff on this project and appreciate this opportunity to be of service. Acceptance may be conveyed via e-mail to the address listed below or by signing this offer and returning it to our office.

Sincerely,

**MARTIN & WHITACRE SURVEYORS & ENGINEERS, INC.**

Michael W. Janecek, P.E.

Sr. Civil Engineer

[mjanecek@martin-whitacre.com](mailto:mjanecek@martin-whitacre.com)

**CITY OF MUSCATINE, IOWA**

Accepted:

Carol Webb (Dec 27, 2021 16:32 CST)

Signature

**City Administrator**

Title

Dec 27, 2021

Date

# How to use the HAWK

High Intensity Activated Crosswalk

## PEDESTRIANS

| SEE THIS | DO THIS                                         |
|----------|-------------------------------------------------|
|          | <b>PUSH THE BUTTON</b>                          |
|          | <b>STOP &amp; WAIT</b><br>FOR THE WALK SIGNAL.  |
|          | <b>START CROSSING</b><br>ALWAYS WATCH FOR CARS. |
|          | <b>FINISH CROSSING</b>                          |

## DRIVERS

| SEE THIS | DO THIS                                                                |
|----------|------------------------------------------------------------------------|
|          | <b>DRIVE</b><br>ALWAYS LOOK FOR PEOPLE WHO PLAN TO CROSS.              |
|          | <b>SLOW DOWN</b><br>A PERSON HAS ACTIVATED THE PUSH BUTTON.            |
|          | <b>PREPARE TO STOP</b>                                                 |
|          | <b>STOP</b><br>FOR PEDESTRIAN.<br>(As with any signal RED means STOP)  |
|          | <b>STOP FIRST</b><br>PROCEED WITH CAUTION<br>IF NO PEOPLE ARE PRESENT. |

### HAWK Crossing of Oregon St at Earl Ave - Phase 1



Examples of HAWK Crossings in Other Communities

